

## **NOTICE OF MEETING**

### **LONG BEACH CIVIL SERVICE COMMISSION**

**THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, MARCH 11, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.**

## **A G E N D A**

1. **MINUTES** - Regular Meeting of March 4, 2009
2. **REQUEST FOR PROVISIONAL APPOINTMENT** – Donald Tarango, Construction Inspector
  - a. Communication from Lisa Marin, Director of Human Resources, Harbor
  - b. Staff report prepared by Lourdes Ferrer, Personnel Analyst
3. **REQUEST TO EXTEND PROVISIONAL APPOINTMENT** – Homer Flewellen, Construction Inspector  
Staff report prepared by Lourdes Ferrer, Personnel Analyst
4. **REQUEST FOR SELECTIVE CERTIFICATION** – Special Services Officer
  - a. Communication from Cynthia A. Stafford, Personnel Services Officer, Public Works
  - b. Staff report prepared by Sal Ambirz, Personnel Analyst
5. **PROTEST OF DISQUALIFICATION FROM EXAMINATION** – Administrative Aide
  - a. Communication from Michele York
  - b. Staff report prepared by Robert Pfingsthorn, Personnel Analyst
6. **REQUEST FOR ORDER OF LAYOFF**  
Communication from Patrick H. West, City Manager
7. **COMMUNICATION** – Certification of Eligibility Lists  
Communication from Patrick H. West, City Manager
8. **PROTEST OF WRITTEN EXAMINATION ITEM(S)** – Engineering Aide  
Staff report prepared by Donna de Araujo, Assistant Administrative Analyst
9. **BULLETIN** – Port Financial Analyst
10. **EXAMINATION RESULTS** – Engineering Aide
11. **EXTENSION OF EXPIRING ELIGIBLE LISTS - (6 months)**  
Business Systems Specialist (9/17/08, 10/1/-08)  
Fire Recruit (**1 month**)  
Office Services Assistant  
Public Health Nutritionist  
Supervisor – Facility Maintenance
12. **RETIREMENT** – Vernon Cook/Garage Service Attendant II/Water (24 yrs., 7 mos.)

13. **RESIGNATIONS**  
Steven Perry/Administrative Analyst II/Harbor (1 yr., 4 mos.)  
Phyllis Sitt/Library Clerk I/Library (7 mos., 7 days)
14. **TRANSFER** – Georgette Wittman/Payroll/Personnel Assistant III/Community Development to Payroll/Personnel Assistant III/Financial Management
15. **RESCHEDULE FOR HEARING** - Suspension Appeal 15-S-78 – Suggested Date April 29, 2009
16. **REQUEST TO RESCHEDULE TO HEARING OFFICER** - Dismissal Appeal 24-D-78, Scheduled for April 8, 2009
17. **MANAGERS' REPORT**
18. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

**9:00 A.M. - DISMISSAL HEARING 23-D-78**

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.**

**"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".**

**LONG BEACH CIVIL SERVICE COMMISSION  
JEANNE KARATSU, PRESIDENT  
MARCH 4, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, March 4, 2008, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Jeanne Karatsu, Douglas Haubert

**MEMBER EXCUSED:** Ahmed Saafir

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Debbie McCluster, Personnel Analyst  
Dora Hogan, Manager, Employee Benefits & Equal Employment Bureau, Human Resources

**President Jeanne Karatsu presided.**

**MINUTES:** It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of February 18, 2009, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Haubert abstained from voting, as he was not present for the meeting.

It was moved by Commissioner Haubert, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of February 25, 2009, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Islas abstained from voting, as she was not present for the meeting.

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that suspension hearing minutes 17-S-78 of February 18, 2009, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Haubert abstained from voting, as he was not present for the hearing.

It was moved by Commissioner Haubert, seconded by Commissioner Infelise and carried that suspension hearing minutes 03-S-78 of February 25, 2009, be approved as

prepared. The motion carried by a unanimous roll call vote. Commissioner Islas abstained from voting, as she was not present for the hearing.

**PROVISIONAL APPOINTMENT:**

The Secretary presented a staff report prepared by Melinda George, Deputy Director, requesting Commission approval to provisionally appoint Lourdes Ferrer, Assistant Administrative Analyst to Personnel Analyst. Commissioners Infelise and Haubert complimented Ms. Ferrer on her outstanding qualifications and excellent work she does. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO PARTICIPATE IN EXAMINATION:**

**ADMINISTRATIVE AIDE**

The Secretary presented a communication from Joseph Balderian, requesting Commission approval to participate in the examination for Administrative Aide, scheduled for March 6, 2009. In addition, the Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst. Melinda George, Deputy Director briefed the Commission regarding this request, stating that at the time of his filing, Mr. Balderian did not submit the required proofs to be admitted into the examination process. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried to deny Mr. Balderian's request to participate in the Administrative Aide examination. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE FOR EXAMINATION BY DISMISSED EMPLOYEE:**

The Secretary presented a request to file for examination by dismissed employee from Alfredo Perales, Jr., requesting Commission approval to participate in examinations for the City of Long Beach. Mr. Perales addressed the Commission regarding his request. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried to approve Mr. Perales' request to participate in examinations. The motion carried by a unanimous roll call vote.

**RECONSIDERATION OF FIRE  
RECRUIT JOB OPPORTUNITY  
BULLETIN:**

The Secretary presented a staff report, prepared by him, requesting the Commission to reconsider the filing of Fire Recruit applications, as requested by the City Manager, until a final decision is made. The Secretary briefed the Commission regarding this request. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Islas and carried to reconsider the previous Job Opportunity Bulletin for Fire Recruit of February 18, 2009, and to reschedule for a date agreed upon by the Executive Director and City Manager. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:**

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Public Health Nutritionist – 6 Applied, 4 Qualified  
Systems Technician – 7 Applied, 7 Qualified

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Haubert, seconded by Commissioner Islas and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Accounting Clerk  
Carpenter  
Civil Engineer (9/10/08, 3/12/08, 10/1/08)  
Civil Engineering Assistant (9/10/08, 10/1/08)  
Communication Specialist (3/12/08, 3/19/08)  
Department Librarian (3/12/08, 10/1/08)  
Library Clerk  
Systems Technician (9/10/08)

**RETIREMENT:**

**JEREMY FAIR/EQUIPMENT MECHANIC/PUBLIC WORKS**

It was moved by Commissioner Haubert, seconded by Commissioner Islas and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

**SCHEDULE FOR HEARINGS:**

It was moved by Commissioner Islas, seconded by Commissioner Haubert and carried that the following hearing schedule be approved. The motion carried by a unanimous roll call vote.

Dismissal Appeal 25-D-78 –May 6, 2009  
Dismissal Appeal 27-D-78 –May 13, 2009  
Suspension Appeal 29-S-78 – May 20, 2009

**MANAGERS' REPORT:**

Melinda George, Deputy Director, informed the Commission that because of the posting of updated information on the Internet regarding the Fire Recruit examination, the public counter staff has received few calls regarding the examination.

The Secretary informed the Commission that he attended the Special Meeting of the City Council regarding the City's budget, on Tuesday, March 3, 2009. He stated that due to the budget shortfall, the City Manager stated that the City is exploring several options to reduce the budget deficit. The City is currently conferring with the different employee organizations to explore employee furloughs or other options. He also stated that instead of the original 1% to 3% savings in each department he was seeking, the City Manager is directing his departments to submit a 2% to 6% savings. Further, General Fund Non-city Manager Departments will be asked to seek similar savings.

**COMMENTS FROM PUBLIC:**

Stacey Lewis, Assistant Director of Human Resources, Harbor Department, thanked the Civil Service Department for placing the Civil Service Commission agenda on the Internet and Intranet.

**ADJOURNMENT:**

There being no further business before the Commission, President Karatsu adjourned the meeting.



MARIO R. BEAS  
Secretary

MRB:meh



Agenda Item No. **2**  
Memorandum

**Date:** March 6, 2009

**To:** Civil Service Commission

**From:** Lisa Marin, Director of Human Resources

**Subject:** **PROVISIONAL APPOINTMENT OF DONALD TARANGO TO THE  
POSITION OF CONSTRUCTION INSPECTOR**

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Harbor Department is requesting the Commission's approval to appoint provisionally Mr. Tarango to the position of Construction Inspector.

The Harbor Department has a budgeted vacancy (Construction Inspector) in the Construction Management Division that needs to be filled as soon as possible. Filling the position, pending the certification of the eligible list with a provisional appointment is critical to the Harbor department's operations. Mr. Tarango was supporting the functions of the position through Reassignment for Training. His Reassignment for Training term expired on March 2, 2009. As a result of the training process, we believe Mr. Tarango acquired adequate knowledge, skills and abilities to request that he is provisionally appointed to the Construction Inspector position. Mr. Tarango would continue to be assigned the duties and responsibilities of the Construction Inspector position.

Mr. Tarango is aware of, and in agreement with the terms of the provisional assignment. They both possess the required minimum qualifications for the position. He understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment.

If you or your staff requires any further information or have any questions regarding this request, please contact me at 590-4129.

1 **DATE:** March 11, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Lourdes Ferrer, Personnel Analyst 

4 **SUBJECT: REQUEST FOR PROVISIONAL APPOINTMENT –**

5 **DONALD TARANGO, CONSTRUCTION INSPECTOR**

6 Correspondence has been received from Lisa Marin, Director of Human Resources,  
7 Harbor Department, requesting Civil Service Commission approval to provisionally  
8 appoint Donald Tarango to the position of Construction Inspector. Staff has reviewed  
9 the request and recommends approval of the provisional appointment in accordance  
10 with Section 1.02 of the Civil Service Commission Policies and Article 5, Section 43 of  
11 the Civil Service Rules and Regulations.

12 **Facts for Consideration:**

- 13 • Requisition HD # 09-38 to fill one budgeted Construction Inspector vacancy on a  
14 provisional basis has been received in the Civil Service Department. The vacancy is  
15 in the Construction Management Division of the Harbor Department.
- 16 • The Construction Inspector classification is responsible for the administration and  
17 inspection of various contracted construction projects throughout the City. There are  
18 no existing eligible or priority lists for this classification.
- 19 • The Construction Inspector examination is currently under review by staff and is  
20 tentatively scheduled to open in late March.
- 21 • Mr. Tarango, an internal candidate, took part in the Reassignment for Training  
22 process for Construction Inspector and the term of his reassignment expired on  
23 March 2, 2009. As indicated in Ms. Marin's request, Mr. Tarango acquired adequate  
24 knowledge, skills and abilities during the time of this Reassignment for Training and  
25 now meets the minimum requirements to file for the Construction Inspector  
examination.



- This provisional appointment would allow the Harbor Department to continue with its operation until an eligible list can be established, candidates interviewed and permanent appointments made.
- By his signature, Mr. Tarango understands and has agreed to the terms and conditions of the provisional appointment.

A representative from the Harbor Department will be present to respond to questions from the Commission.

LF – REQUEST FOR PROVISIONAL APPOINTMENT – Construction Inspector (HD 3/11/09)

1 **DATE:** March 11, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Lourdes Ferrer, Personnel Analyst

4 **SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT – HOMER**  
5 **FLEWELLEN, CONSTRUCTION INSPECTOR**

6 The Civil Service Commission approved the provisional appointment of Homer  
7 Flewellen to the classification of Construction Inspector on July 16, 2008. Staff is  
8 requesting the Commission approve an extension of the provisional appointment, which  
9 expires March 17, 2009, to continue to meet the staffing needs at the Construction  
10 Management Division, Public Works Department.

11  
12 The extension of this provisional appointment allows for the continued administration  
13 and inspection of various contracted construction projects throughout the City.

14  
15 A 150 business day extension will allow sufficient time for the Civil Service Department  
16 to initiate and complete the examination process for the classification of Construction  
17 Inspector. The examination is currently under review by staff and is tentatively  
18 scheduled to open in late March.

19  
20 It is recommended that the Commission approve the extension of the provisional  
21 appointment, pursuant to Section 49 of the Civil Service Rules and Regulations.

22  
23 The Public Works Department and Mr. Flewellen have been informed that this item is  
24 on today's agenda. A representative from the Department will be present to address  
25 any questions from the Commission.

LF: EXTENSION OF PROVISIONAL APPOINTMENT – FLEWELLEN (PW 3/11/09)



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24 MAR -4 AM 10: 02

CIVIL SERVICE DEPT.

*C. Stafford*

**Date:** March 3, 2009  
**To:** Civil Service Commission  
**From:** Cynthia A. Stafford, Personnel Services Officer, Department of Public Works  
**Subject:** **BILINGUAL SELECTIVE CERTIFICATION – SPECIAL SERVICES OFFICER**

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The Department of Public Works is requesting the selective certification of bilingual English/Spanish-speaking candidates on the Special Services Officer eligible list in accordance with Article IV, Section 28 of the Civil Service Rules and Regulations.

The Towing and Lien Sales Division is a 24-hour operation. Special Services Officers (SSOs) in the Division provide vehicle status and release information to the public after normal business hours. Fifty percent of these requests are from Spanish-only speaking customers.

At present, none of the Division's SSOs are Spanish-speaking. Should a Spanish-only speaking customer arrive, the Division must rely on Spanish-speaking Garage Service Attendants who may be out towing vehicles. The addition of a bilingual English/Spanish-speaking SSO would enable the Division to better serve the City's Spanish-only speaking population.

The Towing and Lien Sales Division has one budgeted vacancy for a Special Services Officer II. Requisition 08-139 to fill the vacancy has been submitted and is on file in the Civil Service Department.

If you have any questions, please contact Cynthia Stafford at (562) 570-4686.

1 **DATE:** March 11, 2009  
2 **TO:** Civil Service Commission  
3 **FROM:** Sal Ambriz, Personnel Analyst  
4 **SUBJECT: REQUEST FOR SELECTIVE CERTIFICATION – SPECIAL SERVICES**  
5 **OFFICER**

6 Correspondence has been received from Cynthia A. Stafford, Personnel Services  
7 Officer, Department of Public Works, requesting Commission authorization for the  
8 selective certification of one Spanish-speaking individual to fill a Special Services  
9 Officer (SSO) position in the Towing and Lien Sales Division, Fleet Services Bureau of  
10 the Department of Public Works. Staff has reviewed this request and recommends that  
11 the Commission approve the request in accordance with Section 2.26 of the Civil  
12 Service Commission Policies and Article IV, Section 28 of the Civil Service Rules and  
13 Regulations.

14  
15 Personnel Requisition #PW08-139 has been received to fill one bilingual Special  
16 Services Officer vacancy in the Towing and Lien Sales Division, Fleet Services Bureau  
17 of the Department of Public Works. The Special Services Officer who will be filling this  
18 vacancy will be dealing with Spanish-speaking customers 50% of the time providing  
19 vehicle status and release information. At present, none of the Division's SSOs are  
20 bilingual Spanish-speaking.

21  
22 The Special Services Officer eligible list was established on June 18, 2008. There are  
23 196 candidates who have indicated Spanish bilingual skills on the Special Services  
24 Officer list. These candidates will be contacted and those interested will be tested by Civil  
25

1 Service Department staff for Spanish bilingual speaking skills, if Commission approves  
2 this request.

3  
4 A representative from the Department of Public Works will be present to respond to  
5 any questions from the Civil Service Commission.

6  
7  
8 SA(staffreportSelectiveCertificationSSO03112009)

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2009 MAR -3 PM 3:22

CIVIL SERVICE DEPT.

March 3, 2009

Civil Service Commission  
333 W. Ocean Blvd., 7<sup>th</sup> Floor  
Long Beach, CA 90802

Honorable Civil Service Commissioners:

I am respectfully appealing the denial of my application for the Administrative Aide examination. I understand that I was denied because my transcripts were not submitted by the deadline.

Due to extenuating circumstances concerning my mother's health, I was delayed in requesting my transcripts in a timely manner. My mother is 90 years old and had suffered a bad fall that caused her to be transferred to a rehabilitation facility. She was fighting for her life and all my spare time was dedicated to helping her regain her quality of life. Recently, I was able to transfer her into an assisted living home with an incredible amount of care still needed.

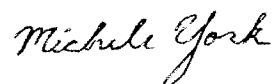
I received my college transcripts, but a week after the deadline. With the transcripts, I now meet the combination requirement of work experience and education. I have submitted the transcripts in hopes that you will reconsider my application and allow me to take the examination.

I would appreciate the opportunity to take the Administrative Aide examination, as I understand applications are only accepted for this position every 3 years.

If granted, this will give me the opportunity to advance my career within the City of Long Beach.

Thank you for your time and consideration.

Sincerely,



Michele York  
Clerk Typist III  
Neighborhood Services Bureau  
Community Development

1 **DATE:** March 11, 2009  
2 **TO:** Civil Service Commission  
3 **FROM:** Rob Pfingsthorn, Personnel Analyst  
4 **SUBJECT: REQUEST TO PARTICIPATE IN THE ADMINISTRATIVE AIDE**  
5 **EXAMINATION PROCESS – MICHELE YORK**

6 Correspondence has been received from Michele York, Clerk Typist, Community  
7 Development Department, requesting Commission approval to participate in the  
8 Administrative Aide examination process. Staff has reviewed the request and offers  
9 the following.

10 Facts for Consideration:

- 11 • On January 28, 2009, the Civil Service Commission approved the promotional job  
12 opportunity bulletin for Administrative Aide. The opportunity was posted from  
13 January 30 through February 13, 2009.
- 14 • During the filing period, 126 applications were received in the Civil Service  
15 Department. Staff evaluated all of the applications by applying the same standard  
16 of meeting the stated minimum qualifications. It was determined that 10 applicants  
17 did not qualify.
- 18 • The minimum requirements for Administrative Aide are: open to current, permanent  
19 City employees with six months full-time experience or the part-time equivalent of  
20 six months full-time experience and one of the following: (A), education equivalent  
21 to two years of college from an accredited college or university; or (B), two years of  
22 experience in the City of Long Beach performing complex and responsible clerical,  
23 technical or paraprofessional duties and/or assisting in routine administrative,  
24 analytical and/or personnel duties; or (C), any combination of the education and  
25 experience stated under option A or B totaling two years. Applicants seeking to

1 qualify under any option where education is specified are required to submit  
2 documentation, i.e., a copy of their diploma or school transcripts.

- 3 • On February 23, 2009, Ms. York was sent notification that based upon the  
4 information she submitted, her application was not accepted due to insufficient  
5 experience as stated on the job opportunity bulletin.
- 6 • On March 2, 2009, Ms. York telephoned the Civil Service Department. Staff  
7 explained that she did not have the required two years of City experience as  
8 specified under option (B).
- 9 • On March 3, 2009, the Civil Service Department received Ms. York's transcripts  
10 along with her letter to the Commission requesting reconsideration of her  
11 application. The last day to receive supporting documentation was February 18,  
12 2009. If Ms. York's supporting education documents had been received in the Civil  
13 Service office prior to the deadline, she would have qualified with the combination  
14 of City experience and earned education credits.
- 15 • On March 4, 2009, at its regular meeting, the Civil Service Commission denied a  
16 similar request from Mr. Joseph Balderian. Mr. Balderian's supporting  
17 documentation was also received after the February 18th deadline.
- 18 • Staff recommends denial of Ms. York's request to continue in the examination  
19 process as her request does not meet the criteria specified in Commission Policy  
20 1.05. Although Ms. York has described personal family issues impacting her ability  
21 to obtain and submit her transcripts, the necessary documentation was received  
22 nearly two weeks after the deadline.
- 23 • Ms. York has been informed that this request is on today's agenda. All sessions of  
24 the written examination will be administered by March 10, 2009; however, if the  
25



Commission approves her request, staff will schedule a special administration of the Administrative Aide written examination for Ms. York.

### RFP

PARTICIPATE IN EXAMINATION PROCESS (YORK, 3-11-09).DOC



**Date:** March 4, 2009  
**To:** Civil Service Commission  
**From:** Patrick H. West, City Manager *PHW*  
**Subject:** **CERTIFICATION OF ELIGIBILITY LISTS**

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Due to the extraordinary budget situation the City finds itself in, with an estimated \$20 million deficit in the current fiscal year and projections for Fiscal Year 2010 looking significantly worse, the City implemented several budget measures in December 2008 to maintain a balanced fiscal position in the General Fund and other challenged funds to ensure we can continue to provide core municipal services to the community.

One of these measures was a hiring freeze to maintain vacancies throughout the organization in an effort to facilitate achievement of our targeted savings. Recognizing that certain critical positions will still need to be filled in order to ensure delivery of essential services, I am limiting departments to filling these critical positions with current City employees in an effort to reduce future layoffs. To that end, I am requesting that the Civil Service Commission certify all names on an eligible list when a personnel requisition is received and suspend Civil Service Rule Section 27 requiring Departments to interview all candidates (including outside candidates) in higher bands when filling these positions. This will allow for movement of current City employees to critical service positions while still maintaining vacancies. This approach may also potentially lessen the impact of future layoffs.

In addition to the above requested rule changes, I am directing staff to develop strategies to deal effectively with anticipated downsizing of the workforce and future potential layoffs. These will include expanded use of temporary staff, of transfers for training and evaluation of the current layoff process.

The financial crisis we face is great and all areas of the City will have to work together creatively in an effort to ensure the City is able to provide the community critical services. Downsizing the organization and reducing administrative costs will be essential as we go forward.

I look forward to working closely with the Civil Service Commission and staff to develop effective approaches to downsize the City organization that improve organizational efficiency while maintaining merit in the hiring process. Should you have questions, please feel free to contact either myself, at extension 86916 or Suzanne Mason, Director of Human Resources, at extension 86140.

PHW:SM:tb

cc: Mayor and City Council  
Mario Beas, Executive Director, Civil Service  
Robert Shannon, City Attorney  
Richard Steinke, Executive Director-Harbor  
Kevin Wattier, General Manager, Water

Suzanne Frick, Assistant City Manager  
Reginald Harrison, Deputy City Manager  
Suzanne Mason, Director of Human Resources  
All Department Heads

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2009 MAR -5 PM 2:57

CIVIL SERVICE DEPT.

# PORT FINANCIAL ANALYST

Job Number: 102

## SALARY RANGE:

\$2333.00 to \$3796.00 Biweekly

\$5332.00 to \$8,255.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., March 13, 2009 through March 20, 2009. Completed applications and supplemental questionnaire must be received in the Civil Service Department by 4:30 p.m., March 20, 2009. Postmarks will not be accepted.**

**REQUIREMENTS TO FILE:** A Bachelor's degree from an accredited college or university with a degree in Business Administration, Finance or a related field and four or more years (full-time equivalent) of professional experience in financial analysis (proof required)\*.

A Master's degree in a related field is preferred and may be substituted for one year of the required experience (proof required)\*.

Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

Knowledge of principles, practices and methods of economic/financial analysis and basic accounting principles.

Ability to independently research and analyze information and make recommendations; plan, organize, administer and coordinate research activities and evaluate results; communicate effectively, orally and in writing, including the preparation of reports; plan and organize work effectively; deal tactfully and effectively with others and effectively operate personal computers including the use of spreadsheet, database and word processing software.

Proof of a valid motor vehicle operator's license may be required. (If required, a current DMV driving record must be submitted to the hiring department at the time of selection interview.)

**\*Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., March 25, 2009.**

**EXAMPLES OF DUTIES:** Under general supervision, assists Division management in the completion of complex financial analyses and reports and performs special studies to improve the efficiency and effectiveness of the organization analyzes financial and statistical results, including revenues, expenditures and cargo volumes, both for internal and external reporting, and drafts reports explaining the performance; working independently, conducts complex special studies, drafts reports and makes recommendations; drafts reports for the Board of Harbor Commissioners; modifies and develops financial computer models to facilitate management decision-making; develops performance measures and other benchmarks; assists in the analysis of debt issues, including re-fundings, new issuances and structuring; evaluates, recommends and drafts internal financial policies and procedures, such as overhead allocation, capitalization, budgeting, and work order tracking and control; assists in the forecasting of revenues, cash flows, capital expenditures, as well as the income statement and balance sheet; evaluates internal financial controls and makes recommendations; drafts and manages the release of Request for Proposals; develops and implements procedures for improving organizational effectiveness; may supervise subordinate personnel; performs other duties as required.

**SELECTION PROCEDURE:** This examination will be conducted using the continuous non-competitive procedure of placing qualified individuals on an eligible list. Eligible lists will be established periodically. It is to the candidate's advantage to clearly document all job related education, training and experience. Qualified applicants will be placed on the eligible list with those receiving Veteran's Credit first, and then in the order in which applications were filed.

**If you do not receive notification of your status by April 15, 2009 contact the Civil Service Department at (562) 570-6202.**

This information is available in an alternative format by request at (562) 570-6202.